

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Civil Engineer	Job Family: III
General Classification: Management	Job Grade: 36

Definition: To plan, coordinate, and supervise the work of a major section within the Public Works Department; and to provide professional and technical engineering support relative to assigned area of responsibility.

Distinguishing Characteristics: Receives general direction from the assigned higher-level manager; exercises direct supervision over professional, technical, and administrative staff; works proactively on tight schedules; is self-motivated, requiring minimal supervision.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, coordinate, supervise, and participate in the activities of a major section within the Public Works Department.
2. Assist in the development and implementation of goals, policies, procedures, and priorities.
3. Prepare and oversee the preparation of engineering designs, specifications, and cost estimates for a wide variety of capital improvement projects; prepare Engineering Division's five-year CIP.
4. Provide professional and technical engineering support services relative to assigned area of responsibility.
5. Interpret and apply relevant codes, ordinances, rules, and regulations.
6. Supervise the preparation, updating, and maintenance of utility maps and records.
7. Check plans for accuracy, suitability, and completeness and make recommendations for revision and improvement.
8. Review specifications for composition and accuracy.
9. Meet and confer with developers, contractors, engineers, local and/or regional regulatory agencies, and the general public relative to City policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.

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10. Administer and/or oversee the administration of contracts; review and approve payments and billings for contracted services.
11. Oversee and participate in the review of projects under construction in the field; resolve complaints and problems in the field between the inspectors and developers, contractors, and/or engineers.
12. Coordinate activities with other departments' divisions as appropriate.
13. Serve as staff to a variety of City and outside commissions, boards, and committees as assigned.
14. Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.
15. Select, supervise, train, review the work of, and evaluate assigned professional and technical staff.
16. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of civil engineering as applied to new development and municipal public works; applicable laws and regulatory codes related to development, design, and construction; methods and techniques used in the design, construction, and surveying of a variety of utility and other public works projects; and principles of practices of organization, administration, and personnel management, as well as operating and budgeting practices.

Ability to: Interpret and apply applicable codes, ordinances, rules, and regulations related to development and construction; interpret, review, and analyze development proposals, plans, and specifications; make complex engineering computations and check, design, and supervise the construction of a variety of public works projects; perform professional and technical support services relative to assigned area of responsibility; administer contracts; prepare specifications and write technical reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; supervise, train, review the work of, and evaluate assigned staff.

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Experience and Training Guidelines: Combination of relevant experience, education, and training that satisfies the required minimum qualifications, knowledge, and abilities.

Four years of increasingly responsible civil engineering experience, including one year supervisory responsibility. Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

Required Licenses or Certificates: Possession of a valid Certificate of Registration as a professional Civil Engineer in the State of California. Possession of a valid California Class C driver's license.

For Positions Assigned to Traffic Engineering:

Required Licenses or Certificates: Possession of a valid Certificate of Registration as a Traffic Engineer in the State of California.

OR

Possession of a valid Certificate of Registration as a Civil Engineer in the State of California and the ability to obtain a Certificate of Registration as a Traffic Engineer within two years of hire. Possession of a valid California Class C driver's license.

Established: October 1991

Revised: March 2019

HRD/CLASS SPECS
Senior Civil Engineer